

JOB PROFILE

JOB TITLE	SPECIALIST 2:1 PERSONAL ASSISTANT	REPORTS TO	Personal Assistant Manager
JOB PURPOSE	To provide 2:1 support for an adult with a learning disability to access activities to meet the outcomes identified within their support plan.		
Role and Context		Need to do	Need to know
Key accountabilities		Key Performance indicators	Qualifications and experience
<ol style="list-style-type: none"> 1. Provide support on a 2:1 basis for an individual member to access activities and to increase independent living skills. 2. To follow all policies and procedures applicable to the work 3. To work with lead staff member to identify, record and manage any risk assessed in relation to the individual that their support or the activity identified. 4. To contribute to feedback on activity to both the parent/carer and the manager through the agreed procedures. 5. To complete an incident report forms where necessary and to report all concerns or incidents to the Project Manager. 6. Ensure that confidentiality is maintained at all times. 7. To ensure the health and safety of the learning disabled member, as well as members of the public. 8. To work together with the Project Manager, to provide a safe and fun environment for the learning disabled member. 9. To attend training and planning sessions as requested by Project Manager 10. To support the member and his/her carers, ensuring that the learning disabled member's needs are paramount. 11. To undertake other duties as may arise from time to time as directed by the Line Manager 12. Attend meetings with external agencies, schools, parents/carers as required 		<ul style="list-style-type: none"> • Contribute to completion of daily observations sheets and learning logs • Support completion of all paperwork required • Positive feedback from members and parents/carers • Aware of safeguarding issues relating to children and vulnerable adults • <p>Relationships</p> <p>Internal</p> <ul style="list-style-type: none"> • Operational Staff/Volunteers • Working as a team member • <p>External</p> <ul style="list-style-type: none"> • Other agencies/school involved in the life of the member. • Parents and carers <p>Decision making</p> <ul style="list-style-type: none"> • Authority to make operational decisions to ensure health and safety of member 	<ul style="list-style-type: none"> • Qualification or experience and knowledge of supporting people with autism and challenging behaviour • Assisting with the use of RPM and i-pad to aid communication • NVQ level 2/3 Health and Social Care (desirable) • Care Certificate (within 12 weeks of appointment) • Providing support with personal care • Epilepsy • First aid, food hygiene <p>Need to be</p> <ul style="list-style-type: none"> • Person Centred Approach • Innovative • Enthusiastic and positive • Good Interpersonal skills • Respects confidentiality • Self-motivated and self-starter • Flexible and adaptable to changing demands and new challenges • Works with integrity • Good Planning & Organisation skills

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